

TO: All Employees

FROM: Wm. Charles Martin, City Manager

DATE: July 1, 1991

SUBJECT: Sexual Harassment/Offensive Work Environment Policy

FOR POSTING ON ALL CITY BULLETIN BOARDS AND GENERAL DISTRIBUTION

Sexual harassment is a form of sex discrimination and is unlawful under Title VII of the 1964 Civil Rights Act. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcome. It can include verbal comments, suggestions, jokes, or pressure for sexual favors. It can include non-verbal behavior such as suggestive looks; and physical behavior such as pats, squeezes, brushing against someone, or other sexual contacts. It is sexual harassment when submission to or rejection of such advances can either positively or negatively affect an employee's advancement, can positively or negatively impact an employee's present position, or if it causes an intimidating, hostile or offensive work environment.

Sexual harassment can occur between a supervisor and subordinate, among fellow employees or with non-employees and employees in the work environment. Sexual harassment negatively affects morale and job performance. It results in increased absenteeism, turnover, and a loss of productivity. It is inappropriate, offensive, illegal, and will not be tolerated.

Employees who experience sexual harassment or who witness sexual harassment in the work place should immediately bring it to the attention of the proper supervisory person who can stop the action. Normally this would include following the chain of command unless the person in the supervisory chain is the person doing the harassing. An employee is encouraged to seek quick and proper response which may include bringing the complaint to the attention of the Personnel Director or City Manager.

Complaints will be investigated quickly and cases of sexual harassment will be dealt with promptly. Any employee who sexually harasses another employee will be disciplined up to and including termination, depending on the seriousness of the infraction and the facts surrounding the case.

The City will also ensure that there is no intimidating, hostile, or offensive work environment due to one's race, national origin, sex, religion, physical or mental disability, or other protected class and will take proper action up to and including termination if it persists.

Employees filing complaints of harassment or discrimination or testifying during any level of the investigation or during any administrative hearing will not be retaliated against for such statements made in good faith.